

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

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|--|---|--|----------------------|
| (1) DEPARTMENT District Attorney | (2) MEETING DATE 2/28/2012 | (3) CONTACT/PHONE Jerret Gran 781-5800 | |
| (4) SUBJECT Request to approve a resolution amending the Position Allocation List for Fund Center 132 - District Attorney to reorganize and improve fiscal and administrative management of the District Attorney's Office. | | | |
| (5) RECOMMENDED ACTION It is recommended that the Board approve a resolution amending the Position Allocation List for Fund Center 132 – District Attorney to: 1) Delete a full-time (1.0 FTE) Administrative Services Manager (ASM) position and a full-time (1.0 FTE) Secretary I position; 2) Add two full-time (2.0 FTE) Administrative Services Officer I/II positions. | | | |
| (6) FUNDING SOURCE(S) General Fund | (7) CURRENT YEAR FINANCIAL IMPACT Approx. \$7,000 of savings | (8) ANNUAL FINANCIAL IMPACT Approx. \$28,000 savings in 1st year | (9) BUDGETED? Yes |
| (10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation (Time Est. _____) <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business | | | |
| (11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A | | (12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A | |
| (13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A | | (14) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | |
| (15) LOCATION MAP N/A | (16) BUSINESS IMPACT STATEMENT? No | (17) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____ | |
| (18) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest | | | |
| (19) SUPERVISOR DISTRICT(S) All Districts - | | | |

County of San Luis Obispo



TO: Board of Supervisors

FROM: District Attorney / Gerald Shea

DATE: 2/28/2012

SUBJECT: Request to approve a resolution amending the Position Allocation List for Fund Center 132 - District Attorney to reorganize and improve fiscal and administrative management of the District Attorney's Office.

RECOMMENDATION

It is recommended that the Board approve a resolution amending the Position Allocation List for Fund Center 132 – District Attorney to:

- 1) Delete a full-time (1.0 FTE) Administrative Services Manager (ASM) position and a full-time (1.0 FTE) Secretary I position;
- 2) Add two full-time (2.0 FTE) Administrative Services Officer (ASO) I/II positions.

DISCUSSION

In May of 2011, the Administrative Services Manager (ASM) of the District Attorney's Office retired. In looking to fill this position, we evaluated our fiscal division structure and determined a reorganization of positions would reduce overall costs to our office and the County and increase effectiveness in the management of our fiscal and administrative operations.

Our reorganization proposal would eliminate the ASM and Secretary positions and expand the fiscal/budget resources to include an Administrative Services Officer (ASO), a Senior Accounting Clerk and a Division Manager. One of the two new ASO positions will manage budget operations along with providing high level administrative management and analytical support to a Chief Deputy District Attorney and the District Attorney (ASO – Budget). The other ASO position will perform human resources duties, office management, supervision of Supervising Legal Clerks and management of complex administrative projects for other senior management staff (ASO – Administration).

The ASO – Budget position would be supervised by a Chief Deputy District Attorney. The ASO - Administration position would be supervised by a Division Manager. Most of the clerical duties currently performed by the Secretary position will be handled by other clerical personnel, including our word processing unit, which will handle document preparation and word processing duties for the Chief Deputy and District Attorney.

As mentioned above, the ASM position is vacant due to a retirement; the secretary position is currently filled. Both positions are planned to be filled via an intra-departmental recruitment, accompanied by necessary backfill for those positions.

FINANCIAL CONSIDERATIONS

| | |
|-------------------------------|--------------------|
| Delete 1.0 FTE ASM | (\$145,462) |
| Delete 1.0 FTE Secretary I | (\$70,655) |
| Total Deletion 2.0 FTE | (\$216,117) |
| | |
| Addition of 1.0 FTE ASO I/II | \$93,720 |
| Addition of 1.0 FTE ASO I/II | \$93,720 |
| Total Addition 2.0 FTE | \$187,440 |

Please note the figures illustrated in the above chart reflect each position at step 5 salary and benefits. This would result in a first year savings of \$28,677. ($\$93,720 \text{ [ASO I Step 5]} \times 2 = \$187,440$; $\$216,117 - \$187,440 = \$28,677$). The second year would result in a savings of \$22,657 ($\$96,730 \text{ [ASO II Step 2]} \times 2 = \$193,460$). The cumulative effect of these two years is a savings of \$51,324.

OTHER AGENCY INVOLVEMENT/IMPACT

The District Attorney's Office consulted with the Human Resources Department and the County Administrative Office on this request.

RESULTS

This proposal will improve our fiscal responsibility and enhance the effectiveness of our department. We have essentially piloted this structure for the past 7 months, and based on its success, we believe that implementing this organizational structure on a permanent basis will enhance overall fiscal and administrative office support while both reducing overall costs and making our office more effective.

ATTACHMENTS

1. Position Augmentation Resolution - DA